

Montana Shared Catalog – Executive Committee Minutes  
May 3, 2004  
Montana State Library

Attending: Michael Ober, Charlene Porsild, Carrie Terrell, Kim Crowley, Bridgett Johnson, Sarah McHugh, Bette Ammon

Absent: Maryann Erickson

Others: Bruce Newell, Bob Cooper, Marilyn Trosper, Mike Price, Duane Anderson

Budget update – Bette presented a FY 04 budget to date and a budget draft for FY 05. The committee agreed to overestimate expenditures for 05 and underestimate revenue. The unknown factors at this time are number of new libraries coming on to the catalog and exact Sirsi costs, number of new libraries coming on who will not rely on grant funding, and Sirsi charge adjustments for smaller libraries. The amount designated for Training was also discussed as well as time involved managing fiscal matters. The committee agreed that the fiscal agent will keep track in FY 05 of time spent managing the budget and time spent by other member libraries in training (preparation, travel & training). Comment from Michael Ober reiterating earlier concerns about stretching the catalog managers too thin. We may need to hire additional system administration support as we add more libraries.

Server update – Mike Price reported the latest information procuring a new server. He and Bruce have explored several options – paying SIRSI to manage a system off site (very expensive because of a cost per station requirement), server hotel (expensive and off site), and finally the third option of housing the system at the state library in the NRIS department. This would allow us to take advantage of location and existing equipment. Mike has gathered costs for the replacement based on Sirsi's preference for a Sun server system. ITSD, by state law, has authority to oversee the purchase of new computer equipment so we may have to comply with their specifications. Just yesterday Mike began gathering prices from IBM and is hoping to place the order this week. The plan includes power backup and dual homing (redundant internet connection). If power fails, a propane powered generator will be installed at the state library. The positive aspects of this plan include allowing Sirsi support root access to the operating system. We'll have two physical servers – a production server and a test server. Sirsi predicts we could see improved performance on data loading, reports, and rebuilds. Duane Anderson from NRIS program talked about their SAN system – storage area network – high performance disk storage system separate from the server. The idea is to connect the shared catalog server to the storage system and end up with a superior storage system.

New libraries timeline – Bruce and Bob report that we have 18 applicants interested in coming onto MSC. The applications will be reviewed by networking task force committee who will send a recommendation back to the networking task force – then to Karen Strege – then to the state library commission for approval on June 9. There may be two libraries who may not be applying for grant funding and those libraries may start sooner. We anticipate new libraries going live in October/November. The timeline is

stretched somewhat to accommodate data conversion and system administration responsibilities. Intent is to have the new server in place before adding new libraries.

Membership contract revised –Bridgett Johnson and Michael Ober took a hard look at the original member contract and recommend revisions, some of which were based on recommendations by former Flathead County director Dorothy Laird. They ended up separating it into two documents – bylaws - with operational details, and a replacement for the members’ contract. After a detailed discussion and some revision, the Committee will recommend that the membership approve the bylaws and the revised contract, understanding that the State Library will vet them both through the attorney general’s office.

Recess until the following morning.

May 4, 2004 – Bruce Newell’s dining room table.

Ongoing cost structure revisited – much discussion concerning how the cost formula is determined. The portion of the formula that continues to be misunderstood is what constitutes total operating expenses. The invoices member libraries will receive from the fiscal year is based on total operating expenditures reported by member libraries to Sarah. Some libraries sent Sarah figures that included all operating expenses including bricks and mortar; others did not include capital expenditures. The Committee decision is to develop several formulas and present multiple options at the fall membership meeting. One example might be that member libraries report personnel expenditures and materials expenditures for all library services regardless of source. This year the Committee will recommend that we stay with the current formula so libraries can leave the membership meeting with an estimate of their costs for FY 05.

Appointment of new Committee members – decision to suggest to the membership that we add an “at large” member and stagger terms. We would renew half of the committee for 1 year terms with the others serving two year terms. Sarah and Bette will remain on as ex-officio members.

MSC Committees – recommendation that we drop the OPAC systems admin committee and replace it with an OPAC/catalog committee. Also recommendation that we replace the training committee with a training coordinator. Those recommendations will be made to the membership.

MSC full membership meeting dates for 04/05. Will recommend to the membership that the membership meet annually on March 1 and October 1.